



**City of Burbank
Park, Recreation and Community Services Department**

Adult Sports Leagues 2012-2013

**Sports Office
1111 West Olive Avenue, Burbank, CA 91506
(818) 238-5330**

**Monday—Friday
9:00 a.m.—6:00 p.m.**

EMAIL: ADULTSPORTS@CI.BURBANK.CA.US

WWW.BURBANKUSA.COM

FIELD CONDITION HOTLINE: (818) 525-3735

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Women's Basketball

FIELD CONDITION HOTLINE: (818) 525-3735

Registration Instructions

Please read carefully

There are a limited number of teams accepted for each league. Returning teams **are not** guaranteed placement for the following season. Registration is accepted on a first come, first serve basis. Priority is given to 100% and 80% residency teams.

Submit all documents and payment during the designated registration dates listed on page 6 to the Burbank Sports Office, 1111 West Olive Avenue. **Team registration will not be accepted unless all documentation is complete and submitted at the time of registration.** If a team registration is mailed in, it will be processed at the end of the business day in which it is received. The Sports Office is not responsible for misplaced or lost mail. Incomplete, early, or late registration will not be processed. Registrations may be mailed to:

Sports Office
1111 West Olive Avenue
Burbank, CA 91506

All forms are available on the City of Burbank Adult Sports website:
<http://www.burbankusa.com>

Manager's Responsibility—It is the manager's responsibility to inform all the players of the rules concerning eligibility and conduct as stated in the City of Burbank's Rules Governing Adult Sports. A manager using an ineligible player and/or player misconduct may lead to a manager's suspension. A copy of the General Rules Governing Adult Sports may be found on our website. These rules outline in more detail the responsibilities of the team manager.

Bring to Registration:

- ☐ Registration Form
 - ☐ Team Roster
 - ☐ Release and Assumption of Risk Agreement signed by each player
 - ☐ League Fees
 - ☐ Residency Verification
- (if registering as a 100% or 80% Burbank resident
or Corporate Coed)

Registration Instructions

Please read carefully

1. Registration Form: Ensure all information is accurate, legible, and complete. If your team has special play requests, this must be noted on this form. The Sports Office will attempt to accommodate play requests; however, there is no guarantee requests can be honored. **Each team must have a valid email address.**
2. Team Roster: A roster with the minimum number of players (12 for softball or 8 for basketball and volleyball) must be completed; that includes each player's name, signature, address, and telephone number. **NOTE**: Players may only play for one team in any league:
Basketball:
One team (Women's or Open)
Softball:
One Slow Pitch (Tuesday, Thursday, or Friday)
One Fast Pitch (Sunday, Wednesday, or Friday)
One Coed Slow Pitch (Sunday or Monday)
Note: A player that participates on more than one team in any league will result in the illegal player being suspended for the season and forfeiture of all games in which the player participated in for all teams. The manager of each team is subject to disciplinary action.
3. Release and Assumption of Risk Agreement: Each player is required to sign and date the Release and Assumption of Risk Agreement. Failure to sign and submit this form along with the team roster will disqualify the player from participating. Additional forms may be downloaded from the City website.
4. League Fees: Must be paid in full at time of registration. Acceptable forms of payment are:
 - Cash
 - Money order
 - Check made out to the City of Burbank
(include California Driver's License number on the check)
Checks returned for lack of funds are subject to a \$25 Non-Sufficient Funds fee and will disqualify the team from the program.
 - Visa or Mastercard.
Denied credit cards will also forfeit a teams spot from the program.

FIELD CONDITION HOTLINE: (818) 525-3735

Registration Instructions

Please read carefully

5. Residency Verification: Teams registering as 100% or 80% Burbank resident teams must submit proof of residency or employment with a Burbank based company. Residency is determined by the mailing address and zip code of the home or business. If adding players after the original registration was submitted, teams must comply with the original residency requirements established when the team registered.

RESIDENCY IN BURBANK

Examples of Acceptable Verification:

- Utility Bills (gas, Burbank Water & Power, cable, telephone)
- Bank Statement
- Credit Card Statement

(amounts and account numbers may be blacked out)

Examples of Unacceptable Verification:

- | | |
|--------------------|---------------------|
| • Personal mail | • Handwritten bills |
| • One-time bills | • Driver's License |
| • Car Registration | • Annual Bills |

Note: Verification documentation must be dated within 2 months of the registration date.

WORKING IN BURBANK

Examples of Acceptable Verification:

- Current pay check stub (amounts may be blacked out)
- Letter from the Personnel Department on company letterhead

Examples of Unacceptable Verification:

- Handwritten pay check stub
- Company I.D. Cards
- W-2
- Copy of Business License
- Handwritten letters from personnel or not appearing on company letterhead

Note: Verification documentation must be dated within 2 months of the registration date.

REGISTRATION DATES

Registration held at: Sports Office, 1111 West Olive Avenue

Registration times: Monday–Friday 9:00 a.m.–6:00 p.m.

First day only of Non resident registration begins at 8:00 a.m.

Manager's meetings for Fall 2012-Summer 2013 will be held at:

Community Services Building

150 North Third Street

Burbank, CA 91502

Basketball 7:00-7:45 p.m. Softball 8:00-8:45 p.m.

<u>FALL 2012</u>	<u>BEGINS</u>	<u>ENDS</u>
100% Residency	June 25, 2012	June 29, 2012
80% Residency	June 25, 2012	June 29, 2012
Non-Residency	July 10, 2012	July 13, 2012
<i>MANAGER'S MEETING for registered teams only</i>		<i>August 9, 2012</i>
<u>WINTER 2013</u>	<u>BEGINS</u>	<u>ENDS</u>
100% Residency	October 29, 2012	November 2, 2012
80% Residency	October 29, 2012	November 2, 2012
Non-Residency	November 6, 2012	November 9, 2012
<i>MANAGER'S MEETING for registered teams only</i>		<i>December 10, 2012</i>
<u>SUMMER 2013</u>	<u>BEGINS</u>	<u>ENDS</u>
100% Residency	March 18, 2013	March 22, 2013
80% Residency	March 18, 2012	March 22, 2013
Non-Residency	March 26, 2013	March 29, 2013
<i>MANAGER'S MEETING for registered teams only</i>		<i>April 10, 2013</i>
<u>SENIORS</u>	<u>BEGINS</u>	<u>ENDS</u>
Winter/Spring 2013	September 10, 2012	October 12, 2012
Summer/Fall 2013	March 11, 2013	April 12, 2013
<i>MANAGER'S MEETING December 10, 2012–5:30-6:30 p.m.</i>		

What to bring on registration day:

- ☐ Registration Form ☐ Team Roster ☐ League Fees
- ☐ Release and Assumption of Risk Agreement signed by each player
- ☐ Residency Verification (required to pay residency rates)

FIELD CONDITION HOTLINE: (818) 525-3735

REGISTRATION FEES

Fees are paid per season, not yearly and are subject to change
Official's Fees are paid in cash at the beginning of each game

BASKETBALL

100% Resident	\$315
80% Resident	\$340
Non-Resident	\$365
Officials	\$31 per game

SENIOR SOFTBALL—1 dozen softballs provided for each team

League Fees	\$225
Officials	\$13 per game

SOFTBALL—softballs provided at each game

100% Resident	\$433
80% Resident	\$458
Non-Resident	\$483
Officials (Slow Pitch)	\$13 per game
Officials (Fast Pitch)	\$30 per game

NOTE: Corporate Coed Qualifications are as follows:

- Fee \$433—minimum of 80% work for the same Burbank based company
- Fee \$458—minimum of 50% work for the same Burbank based company
- Fee \$483—minimum of 50% work for the same non-Burbank based company
- **Employment verification requires** a letter from human resources on company letterhead or copies of current paycheck stubs (amounts may be blacked out) within 3 months of the registration date. No hand written checks or letters will be accepted.

VOLLEYBALL

100% Resident	\$252
Non-Resident	\$277
Officials	\$11 per game

Adult Sports Reference Guide

Burbank Athletic Federation (BAF)—The BAF is comprised of 7 community volunteers. This impartial board has developed a Code of Conduct that is to be adhered to by every player, manager, and coach participating in the City of Burbank Park, Recreation and Community Services Department's sports programs. The BAF also hears all suspension hearings for those who have violated the Code of Conduct.

BAF—Code of Conduct

No Member Shall:

1. At any time lay a hand upon, push, shove, strike, spit at, or threaten a game official, player, or any City official.
2. Argue with or refuse to abide by a game official or City official's decision.
3. Be guilty of objectionable demonstrations by throwing gloves, bats, equipment, or any other forceful action.
4. Be guilty of personal, verbal abuse or threats upon any official, player, spectator, or City official for any reason.
5. Discuss with a game official in any manner the decision reached by such official except the manager or team captain.
6. Be guilty of using unnecessarily rough tactics in the play of the game against the body and person of any opposing player.
7. Be guilty of physical attack as an aggressor, upon any player, game official, spectator, or City official.
8. Be guilty of abusive verbal attack upon any player, game official, spectator, or City official.
9. Use of profane, obscene, vulgar language or gestures in any manner or at any time.
10. Appear on the field of play at any time in an intoxicated condition. Consume alcoholic beverages or use narcotics on the playing field, dugout, bleachers, in a City park or facility, or school facility during a BAF activity.
11. Violate the Burbank Secondhand Smoke control Law which includes smoking on the playing field, dugout, bleachers, in a City park or facility, or school facility during a BAF activity.
12. Be guilty of gambling upon any play or the outcome of any BAF activity.
13. Be guilty of discussing publicly with the spectators in a derogatory or abusive manner any play, decision, or personal opinion of other players during the game.

Adult Sports Reference Guide

14. Be guilty of falsifying any information on a team roster, playing under an assumed name, or allowing anyone else to use your name to play in the league.
15. Be guilty of using a bat that has been altered in any way. Altering includes but is not limited to sanding, filing, shaving, lengthening, shortening, weight-altering, heating and cooling, coring, painting, counterfeiting, or other modifications.
16. Use unsportsmanlike conduct, incite others to act in a negative way, or fail to abide by the philosophical standards endorsed by the BAF and the City of Burbank Park, Recreation and Community Services Department.

Any incident not covered by the above will be administered at the discretion of the League Director and/or BAF Board of Directors.

The League Director has the authority to impose probation and suspension depending on the seriousness of the infraction. Ejection from a game contest will result in a subsequent minimum 1 game suspension. A player placed on probation will remain in that status for the time frame designated by the League Director. Suspensions may be for 1 or 2 games or depending on the infraction may be imposed until such time that a player is reinstated by the BAF Board. More serious disciplinary action may be administered by the BAF Board.

IF a player wishes to request reinstatement, they must request an appeal hearing from the BAF Board. The following procedure is to be followed:

The suspended member must apply in writing to the BAF Board at the address below, for a hearing to determine eligibility for reinstatement. Suspended participants may not engage in any activity under the auspices of the BAF until reinstatement has been acquired. The request should be received 10 working days prior to the meeting which is usually held the first Tuesday of each month.

Burbank Athletic Federation—Sports Office
Re: Reinstatement hearing
1111 West Olive Avenue
Burbank, California 91506

Adult Sports Reference Guide

Softball Bat Rule

Slow Pitch Softball: Bats shall be made of wood or metal, no 100% composite bats. Metal bats can have only one layer of metal on the barrel—No multi-walled or exterior shells. Outer surface of non-wood bats must be metal—no fiber wrapped bats or non-metal coated bats. Bats may not contain Titanium. Bats must be designed for softball and cannot be tampered with or altered. Bats cannot exceed 1.20 BPF. Must be ASA 2004 approved single wall or wood bat.

Fast Pitch Softball: Bats must have either the 2000 or 2004 ASA certification stamp and not appear on the ASA banned bat list.

The use of a banned or altered bat in our leagues will jeopardize the player's and team's eligibility.

Basketball Technical Foul Guidelines

1. Teams will receive a technical but no additional penalty time for illegal numbers, 6 players on the court, and calling a time-out with none left.
2. If a player receives 1 technical foul during a game, they will be removed from the game for two minutes.
3. If a spectator receives 1 technical foul during a game, their team will be assessed a team technical. The manager/coach will need to address the spectator.
4. If a single player, coach, and/or spectator receives 2 technical fouls in 1 game they will be ejected and receive an automatic 1 game minimum suspension.
5. If a single player, coach, and/or spectator receives 3 technical fouls during the same season, they will receive a minimum 1 game suspension and will be placed on probation for the remainder of the season.—Each additional technical foul assessed to the same individual will result in an additional 1 game suspension.
6. If a team receives 5 technical fouls in a season they will be in jeopardy of not making the play-offs.
7. If a player, coach, and/or spectator is involved in a physical altercation they will be immediately ejected and will be suspended from play until they appear in front of the Burbank Athletic Federation Board and have been reinstated.
8. Any player, coach, and/or spectator ejected from 3 games in a single season will be suspended for the remainder of the season.

Adult Sports Contact Information

Phone: (818) 238-5330—Monday-Friday 9:00 a.m.—6:00 p.m.

Email: adultsports@ci.burbank.ca.us

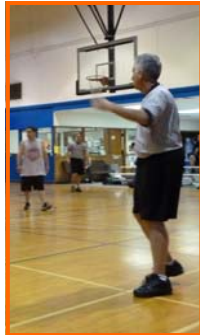
Field Conditions—The sports office has provided a variety of ways for players, managers, coaches, and spectators to determine the playing conditions of the fields during inclement weather.

- Phone the Field Condition Hotline: (818) 525-3735
 - Monday-Friday after 3:00 p.m.
 - Saturday-Sunday 2 hours prior to game time*
*reminder some games may be called at game time due to weather changes
- Check the website: www.burbankusa.com

Website—The website contains current information regarding schedules, standings, field conditions, registration information and forms, a copy of the Burbank Athletic Federation's Code of Conduct, and the City of Burbank Rules.

Twitter: follow BurAdultSports to get up to date field conditions and registration information

OFFICIALS' TRAININGS



The City of Burbank offers trainings for individuals who would like to officiate in our youth and adult sports programs. Our trainings take place during the following timeframes:

FLAG FOOTBALL
and VOLLEYBALL
early August
BASKETBALL
early October
BASEBALL & SOFTBALL
early February

For specific dates and time please call
Sports Office at (818) 238-5330



All dates are tentative and subject to change

SENIORS

Season	League Play Begins	No Play Dates
Winter/Spring 2013	January 6	February 3 (Super Bowl Sunday) March 31 (Easter) May 12 (Mother's Day) May 27 (Memorial Day)
Summer/Fall 2013	June 2	August 11 & 18 & 25 (Field Maintenance) September 1 (Labor Day) November 24 & December 1 (Thanksgiving)

AWARDS

Awards are distributed for each division each season as outlined below

BASKETBALL

Champions	Plaque and shirts
Runner-up	Plaque and shirts

SOFTBALL

Champions	Plaque and shirts
Runner-up	Plaque and shirts

VOLLEYBALL

Champions	Plaque and shirts
Runner-up	Plaque and shirts

SENIOR SOFTBALL


League Winner	\$50 towards the next season
Tournament Winner	\$45 towards the next season
Tournament Runner-up	\$40 towards the next season

Note: No paper schedules will be distributed. Teams must provide an email address for notification.

FIELD CONDITION HOTLINE: (818) 525-3735

FALL 2012

BASKETBALL

Sport	Practice Rounds	League Play Begins	No Play Dates
Men's	August 13—August 16 August 20—23	August 27-August 30	September 3 (Labor Day) October 31 (Halloween)
Women's	August 12 August 19	August 26	September 2 (Labor Day) November 11 (Veterans Day)
<div>Men's Fast Pitch</div> 			

SOFTBALL

Sport	Practice Rounds	League Play Begins	No Play Dates
Coed Slow Pitch Corporate (Mon)	August 27 September 10	September 17	September 3 (Labor Day) November 12 (Veterans Day)
Coed Slow Pitch Open (Sun)	August 26 September 9	September 16	September 2 (Labor Day) November 11 (Veterans Day) Nov. 25 (Thanksgiving)
Slow Pitch Men's (Tue/Thu)	August 28 & September 4 (Tue) August 30 & September 6 (Thu)	September 11 (Tue) September 13(Thu)	Nov. 20-22 (Thanksgiving)
Fast Pitch Men's (Wed.)	None	August 29	October 31 (Halloween) November 21 (Thanksgiving)
Fast Pitch Modified (Fri)	None	August 24	August 31 (Labor Day) November 23 (Thanksgiving)
Fast Pitch Women's (Sun)	August 19 August 26	September 9	September 2 (Labor Day) November 11 (Veterans Day) November 25 (Thanksgiving)

VOLLEYBALL

Sport	Practice Rounds	League Play Begins	No Play Dates
Reverse Coed	August 18 August 25	September 8	September 1 (Labor Day) October 27 (Halloween) November 24 (Thanksgiving)
4-player women's	August 18 August 25	September 8	September 1 (Labor Day) October 27 (Halloween) November 24 (Thanksgiving)



Men's Basketball

WINTER 2013



BASKETBALL			
Sport	Practice Rounds	League Play Begins	No Play Dates
Men's	January 22-24 January 28-31	February 4—February 7	January 21 (MLK) February 18 (President's Day)
Women's	January 6 January 13	January 20	February 3 (Super Bowl) March 31 (Easter)
SOFTBALL			
Sport	Practice Round	League Play Begins	No Play Dates
Coed Slow Pitch Corporate (Mon)	January 7	January 14	January 21 (MLK) February 18 (President's Day)
Coed Slow Pitch Open (Sun)	January 6	January 13	February 3 (Super Bowl) March 31 (Easter)
Slow Pitch Men's (Tue) Men's (Thu)	January 8 (Tue) January 3 (Thu)	January 15 (Tue) January 10 (Thu)	None
Fast Pitch Men's (Wed.)	None	January 2	None
VOLLEYBALL			
Sport	Practice Rounds	League Play Begins	No Play Dates
Women's	January 26 February 2	February 9	None



Volleyball

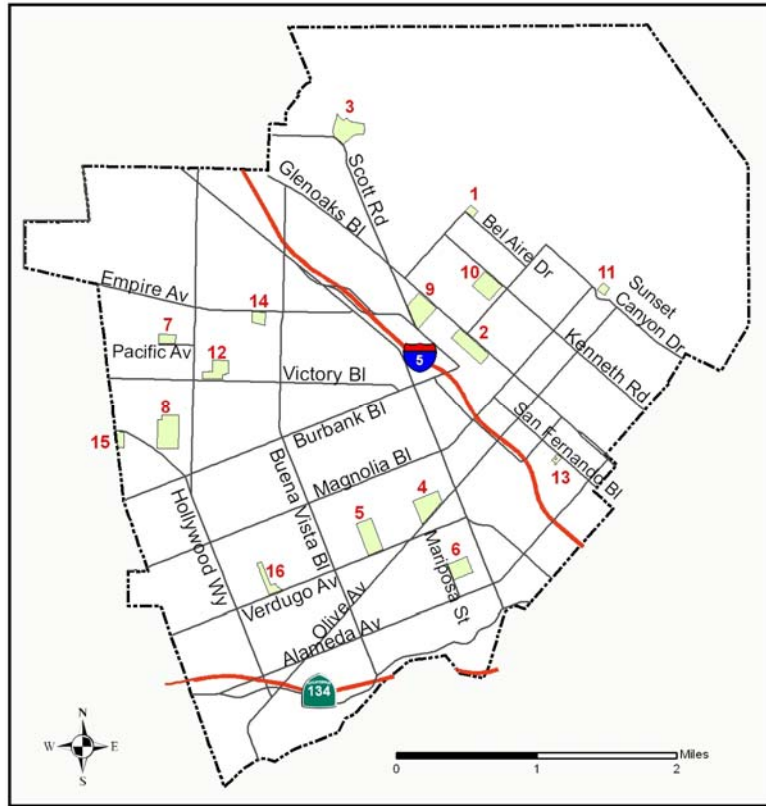


FIELD CONDITION HOTLINE: (818) 525-3735

SUMMER 2013

BASKETBALL			
Sport	Practice Rounds	League Play Begins	No Play Dates
Men's	April 22-25 April 29-May 2	May 6-9	May 27 (Memorial Day) July 4 (Independence Day)
Women's	April 21 April 28	May 5	May 12 (Mother's Day) May 26 (Memorial Day) July 7 (Independence Day)
<div style="display: flex; align-items: center; justify-content: space-around;">  <div style="text-align: center;"> <p>Coed Softball</p> </div>  </div>			
SOFTBALL			
Sport	Practice Rounds	League Play Begins	No Play Dates
Coed Slow Pitch Corporate Coed (Mon)	April 29 May 6	May 13	May 27 (Memorial Day)
Coed Slow Pitch Open Coed (Sun)	April 28 May 5	May 19	May 12 (Mother's Day) May 26 (Memorial Day) July 7 (Independence Day)
Slow Pitch Church (Fri)	None	May 3	May 24 (Memorial Day) July 5 (Independence Day)
Slow Pitch Men's (Tue) Men's (Thu)	April 30 & May 7 (Tue) May 2 & 9 (Thu)	May 14 (Tue) May 16 (Thu)	July 4 (Independence Day)
Fast Pitch Men's (Wed.)	None	April 24	July 3 (Independence Day)
Fast Pitch Modified (Fri.)	None	May 3	May 24 (Memorial Day) July 5 (Independence Day)
Fast Pitch Women's (Sun.)	April 21 April 28	May 5	May 12 (Mother's Day) May 26 (Memorial Day) July 7 (Independence Day)
VOLLEYBALL			
Sport	Practice Rounds	League Play Begins	No Play Dates
Coed	April 27 May 4	May 11	May 25 (Memorial Day) July 6 (Independence Day)
4-player men's	April 27	May 4	May 25 (Memorial Day) July 6 (Independence Day)

Facility Map



Map	Park/Facility	Telephone	Map	Park/Facility	Telephone	Map	Park/Facility	Telephone
1	Bel Aire Park 1750 Bel Aire Drive Burbank, CA 91504		7	Larry L. Maxam Memorial Park formally named Pacific Park 3715 Pacific Avenue Burbank, CA 91505		13	Robert R. Ovrom Park 601 South San Fernando Road Burbank, CA 91504	238-5435
2	Burbank High School 902 Third Street Burbank, CA 91502		8	Luther Burbank Middle School 3700 West Jeffries Avenue Burbank, CA 91505		14	Robert E. Gross Park 2800 West Empire Avenue Burbank, CA 91504	
3	Brace Canyon Park 2901 Haven Way Burbank, CA 91504		9	McCambridge Park 1515 North Glenoaks Boulevard Burbank, CA 91504		15	Valley Park 1625 North Valley Street Burbank, CA 91505	238-5390
4	George Izay Park 1111 West Olive Avenue Burbank, CA 91506	238-5385		McCambridge Recreation Center McCambridge Swimming Pool Burbank Tennis Center	238-5378 238-5381 843-4105	16	Verdugo Park 3201 West Verdugo Avenue Verdugo Recreation Center Verdugo Swimming Pool	238-5390 238-5391
	Olive Recreation Center Burbank Little Theatre Sports Office	238-9998 238-5330	10	Muir Middle School 1111 North Kenneth Road Burbank, CA 91504				
5	John Burroughs High School 1920 West Clark Avenue Burbank, CA 91506		11	Palm Park 1125 East Orange Grove Avenue Burbank, CA 91501				
6	Jordan Middle School 420 South Mariposa Street Burbank, CA 91506		12	Ralph Foy Park 3211 West Victory Boulevard Burbank, CA 91505	845-0960			
				Roller Hockey Rink Schafer Field				

Sports Office
(818) 238-5330
Field Condition Hotline
(818) 525-3735